

Semiannual Meeting Detailed Agenda June 1 – 3, 2003

Sunday, June 1, 2003

Location

8:30 a.m. – 5:00 p.m.	Data Integrity Training Course	Mission A
	Records Review Training Course	Mission B
4:00 p.m. – 6:00 p.m.	Conference Registration.....	Mission Foyer

Monday, June 2, 2003

Location

7:30 a.m. – 9:00 p.m.	Continental Breakfast.....	Regency Foyer
8:00 a.m. – 5:00 p.m.	Conference Registration.....	Mission Foyer
<u>Concurrent sessions:</u>		
8:30 a.m. – 10:00 a.m.	NELAC 101	Mission A
9:00 a.m. – 12:00 p.m.	Assessor Forum	Mission B
	PT Caucus.....	Mission C
10:00 a.m. – 10:30 a.m.	BREAK	Regency Foyer
12:00 p.m. – 1:00 p.m.	LUNCH (on your own)	
1:00 p.m. – 2:30 p.m.	NELAC Implementation Issues	Regency
	1:00 Comparison of 2000 to 2001 NELAC Standards	
	Ms. Marlene Moore, Advanced Systems	
	1:30 Challenges and Opportunities – Panel Discussion	
	Mr. Jim Pletl, Dr. Barton Simmons,	
	Ms. Ilona Taunton, Ms. Susan Wyatt	
2:30 p.m. – 3:00 p.m.	BREAK.	Regency Foyer
3:00 p.m. – 5:00 p.m.	2003 Strategic Plan for NELAC and INELA	Regency
	3:00 Welcome	
	Ms. Carol Batterton, INELA Chair	
	3:10 NELAC Roles and Responsibilities	
	Mr. R. Wayne Davis, NELAC Transition Committee	
	3:40 INELA Roles and Responsibilities	
	Mr. Eddie Clemons II, Mr. Alfredo Sotomayor,	
	INELA Board	
	4:10 NELAP Roles and Responsibilities	
	Ms. Lara Autry, NELAC / NELAP Director	
	4:30 Open discussion	
5:30 p.m. – 7:00 p.m.	INELA Reception.....	Regency Foyer

Tuesday, June 3, 2003

Location

7:00 a.m. – 8:30 a.m.	Continental Breakfast.....	Regency Foyer
8:30 a.m. – 5:00 p.m.	Conference Registration.....	Mission Foyer
8:30 a.m. – 10:00 a.m.	Accrediting Authority Open Forum	Regency
10:00 a.m.	ADJOURN	
10:00 a.m. – 10:30 a.m.	Break and Exhibit	Regency Foyer



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Detailed Agenda June 3 – 6, 2003

Tuesday, June 3, 2003

Location

8:00 a.m. – 5:00 p.m. Conference Registration Mission Foyer

10:30 a.m. – 12:30 p.m. Opening Plenary Regency

10:30	Welcome	Dr. Paul Kimsey, Chair
10:40	Introductions & Logistics	Ms. Lara Autry, NELAC / NELAP Director
11:00	Keynote Speaker	Dr. Paul Gilman, Deputy Administrator ORD
11:30	New Challenges, New Opportunities	Ms. Lara Autry, NELAC / NELAP Director
12:00	Accrediting Authority Report	Mr. Richard Sheibley
12:10	Accrediting Authority Review Board Report	Ms. Judith Duncan
12:20	Environmental Laboratory Advisory Board Report	Ms. Zonetta English

12:30 p.m. – 1:30 p.m. LUNCH (on your own)

1:30 a.m. – 5:00 p.m. Concurrent Committee Sessions

Program Policy & Structure and TransitionRegency A

1:30	Welcome and Introductions
1:35	Review of Agenda and Ground Rules
1:40	Amendments to the Constitution and Bylaws
2:15	Chapter 1 Proposed Language
3:00	BREAK Regency Foyer
3:30	Chapter 1 Proposed Language (continued)
4:30	Field-of-Accreditation Tables
4:50	Action Items and Wrap-up
5:00	ADJOURN

Quality Systems Regency B

1:30	Welcome and Introductions
1:35	Review of Agenda and Ground Rules
1:40	Global Changes/General Comments
2:05	Glossary
2:20	Chapter Sections 5.0 – 5.4.15
2:40	Chapter Sections 5.5 – 5.5.5.12
3:00	BREAK Regency Foyer
3:30	Chapter Sections 5.5.6 – 5.5.10.8 and Appendix F
3:50	Appendix C
5:00	ADJOURN

Field Activities Regency C

1:30	Welcome and Introductions
1:35	Review of Agenda and Ground Rules
1:40	Field Measurement Definition
2:00	Discussion on Draft Restructured Chapter 7
3:00	BREAK Regency Foyer
3:30	Discussion on Draft Restructured Chapter 7 (continued)
4:00	Implementation Issues
4:30	Interaction with the Interstate Technology Regulatory Council
4:45	Action Items and Wrap-up
5:00	ADJOURN

5:00 p.m. – 6:00 p.m. ELAB Open ForumRegency A



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Detailed Agenda June 3 – 6, 2003

Wednesday, June 4, 2003

Location

7:00 a.m. – 8:30 a.m. Continental BreakfastRegency Foyer

8:00 a.m. – 5:00 p.m. Conference RegistrationRegency Foyer

8:00 a.m. – 9:00 a.m. Nominating Committee Garden D

9:00 a.m. – 12:30 p.m. Concurrent Committee Sessions

***On-site Assessment*.....Regency A**

9:00 Welcome and Introductions
9:05 Review of Agenda and Ground Rules
9:10 Overview of Committee Activities After NELAC 8i
9:15 Glossary Definitions
Finding; Critical Finding; Deficiency
10:00 Proposed Changes to Chapter 3
Section 3.5.4: Staff Interviews
Section 3.5.5: Closing Conference
Section 3.5.5: Reporting Procedures
Section 3.5.7: Assessment Closure
10:30 BREAK Regency Foyer
11:00 Proposed Changes to Chapter 3
Section 3.7.2: Report Format
Appendix C: C.5.1. Assessment Report
11:15 Concerns from Assessors' Training
11:45 Experiences and Concerns with Laboratory Assessment
Open Discussion
12:15 Conclusion
Additional Comments
"Parking Lot" Issues
Next Steps
12:30 ADJOURN

***Quality Systems*Regency B**

9:00 Welcome and Introductions
9:05 Review of Agenda and Ground Rules
9:15 Appendix D part 1
10:00 Appendix D part 2
10:15 Appendix D parts 3,5,6,7
10:30 BREAK Regency Foyer
10:50 D.4 Radiochemistry
11:20 Parking Lot Items. Future Direction
12:30 ADJOURN

***Regulatory Coordination*Regency C**

9:00 Welcome and Introductions
9:05 Review of Agenda and Ground Rules
9:10 Overview Recent Activities
9:15 Review NELAP Accrediting Authority Survey Results
9:45 Semi-Annual EPA Regulatory Agenda
10:00 NELAC Reorganization and
Regulatory Coordination Committee Functions
10:15 Action Items and Wrap-up
10:30 ADJOURN
10:30 BREAK Regency Foyer

12:30 p.m. – 1:30 p.m. LUNCH.....Islandia Grille



Detailed Agenda June 3 – 6, 2003

Wednesday, June 4, 2003

Location

1:30 p.m. – 5:30 p.m.

Concurrent Committee Sessions

***Accrediting Authority*.....Regency A**

1:30 Welcome and Introductions
1:35 Review of Agenda and Ground Rules
1:45 Discussion of Changes to Chapter 6
2:30 New Business
3:00 ADJOURN

3:00 BREAK Regency Foyer

***Transition*.....Regency A**

3:30 Welcome and Introductions
3:35 Review of Agenda and Ground Rules
3:40 Review of "The New NELAC"
4:00 Questions & Clarifications
5:30 ADJOURN

***Proficiency Testing*Regency B**

1:30 Welcome and Introductions
1:35 Review of Agenda and Ground Rules
1:45 Chapter 2 Comment Summary
2:00 FAQ for NELAC 2001 Standards
2:20 Proposed Changes to Chapter 2
Appendices A, B
Appendices C, D
3:00 BREAK Regency Foyer
3:30 Homogeneity and Stability Standards
PT Oversight Subcommittee Report and Discussion
4:00 Whole Effluent Toxicity, Appendix H
4:30 Uniform Electronic Reporting
4:50 Revisit Any "Parking Lot" Items
5:30 ADJOURN

***Accreditation Process*.....Regency C**

1:30 Welcome and Introductions
1:35 Review of Agenda and Ground Rules
1:45 Corrective Action Reports (4.1.3): Documentation
2:15 Corrective Action Reports (4.1.3 g): Maintenance
2:40 Timeline for Proficiency Testing Samples (4.1.4)
3:00 ADJOURN

3:00 BREAK Regency Foyer

6:00 p.m. – 9:00 p.m.

BANQUET

Mission Ballroom



Detailed Agenda June 3 – 6, 2003

Thursday, June 5, 2003

Location

7:00 a.m. – 8:00 a.m.	Continental Breakfast	Regency Foyer
8:00 a.m. – 10:00 a.m.	Concurrent Committee Sessions	
	<i>Accrediting Authority Review Board</i>	Mission A
	8:00 Welcome and Introductions	
	8:05 Review of Agenda and Ground Rules	
	8:10 Report and Open Discussion	
	10:00 ADJOURN	
	<i>National Database</i>	Mission B
	8:00 Welcome and Introductions	
	8:05 Review of Agenda and Ground Rules	
	8:15 Report from the EPA Contract Officer on National Data Base Development	
	9:00 Question and Answer Period	
	9:55 Closing Remarks	
	10:00 ADJOURN	
	<i>Small Organizations</i>	Mission C
	8:00 Welcome and Introductions	
	8:05 Review of Agenda and Ground Rules	
	8:15 Membership and Outreach Report	
	8:30 Open Forum on Small Organizations	
	10:00 ADJOURN	
10:00 a.m. – 10:30 a.m.	BREAK	Regency Foyer
10:30 a.m. – 12:00 p.m.	NELAC Committee Reports	Regency
	10:30 Introduction to Committee Reports	
	10:35 Program, Policy & Structure	
	10:45 Proficiency Testing	
	10:55 On-Site Assessment	
	11:05 Accreditation Process	
	11:15 Quality Systems	
	11:30 Accrediting Authority	
	11:35 Field Activities	
	11:40 National Database	
	11:45 Regulatory Coordination	
	11:50 Transition	
	11:55 Small Organizations	
	12:00 Nominating	
	12:05 Accrediting Authority Review Board	
	12:10 Voting Process Review	
12:15 p.m. – 1:00 p.m.	LUNCH (On your own)	
1:00 p.m. – 3:00 p.m.	NELAC Voting Session	Regency
	1:00 Voting Agenda	
	1:05 Election of Officers	
	1:10 Constitution and Bylaws	
	1:20 Program, Policy and Structure	
	1:30 Proficiency Testing	
	1:45 On-Site Assessment	
	2:00 Accreditation Process	
	2:15 Quality Systems	
	2:45 Accrediting Authority	
	3:00 Field Activities	
3:15 p.m. – 3:30 p.m.	BREAK	



Detailed Agenda June 3 – 6, 2003

Thursday, June 5, 2003

Location

3:30 p.m. – 5:00 p.m.

NELAC Closing Plenary Regency

3:30	Remarks/Recognitions	Dr. Paul Kimsey, Chair
3:50	NELAC Tomorrow	Ms. Lara Autry, NELAC / NELAP Dir.
4:20	Incoming Chair Comments	Mr. Wayne Davis, Chair-Elect
4:50	Close	Ms. Lara Autry, NELAC / NELAP Dir.

Friday, June 6, 2003

Location

8:30 a.m. – 12:30 p.m.

Environmental Laboratory Advisory Board Meeting..... Regency

8:30	Welcome and Introductions
8:35	Review of Agenda and Ground Rules
8:45	Discussion and Reports from ELAB Conference Calls
10:30	BREAK
11:00	Discussion and Reports from ELAB Conference Calls (continued)
11:30	Follow-up Discussion on Items from Open Forum Meeting
12:00	New Business
12:20	Action Items and Wrap-up
12:30	ADJOURN